



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 1650.8
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JUL 24 1996

NTC GREAT LAKES (COMPLEX) INSTRUCTION 1650.8

From: Commander, Naval Training Center, Great Lakes

Subj: RECRUIT DIVISION COMMANDER EXCELLENCE AWARD

Encl: (1) Award Criteria
(2) Letter of Commendation Template
(3) Navy and Marine Corps Achievement Medal Template

1. Purpose. To recognize Recruit Division Commanders (RDCs) for sustained superior leadership, professionalism and accomplishment in training recruit divisions.

2. Discussion

a. Commander, Naval Training Center will recognize RDCs who exhibit exemplary leadership, achievement and dedication to quality training of recruits with the RDC Excellence Award. Award standards are established to recognize only those exceptional performers who demonstrate superior achievement against standards of quality training, consistent with teamwork and fair play among RDCs.

c. First time award winners will receive a letter of commendation from Commander, Naval Training Center. Second time award winners will be awarded a second letter of commendation from Commander Naval Training Center and will be entitled to wear a gold wreath on their RDC badge. RDCs who earn this award for a third time will be awarded the Navy and Marine Corps Achievement Medal and are entitled to wear a gold star on their wreaths. Gold stars are awarded for second through fourth time award winners. RDCs earning this award five or more times are entitled to wear silver stars on their wreaths for each award.

3. Responsibilities

a. Commanding Officer, Recruit Training Command. The CO RTC shall establish a program to nominate candidates for this award. The basic criteria in enclosure (1) shall be used to guide this selection process. Recommendations for nominees shall be forwarded with proposed Letters of Commendation and/or Navy/Marine Corps Achievement Medal citations to CNTC via the NTC Awards Board. A suitable award ceremony shall be coordinated with CNTC for presentation.

b. Naval Training Center Awards Board. The NTC Awards Board shall review nominee packages for this award and forward recommended candidates to the Chief of Staff.

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c. Chief of Staff. The Chief of Staff shall review nominations for this award, forward to CNTC for approval and coordinate a review of this instruction with the CO, RTC on an annual basis.


KEVIN P. GREEN

Distribution:

NTCGLAKESINST 5216.5M

Lists I, II (Case A), III-A, C

1. RECRUIT DIVISION COMMANDER EXCELLENCE AWARD CRITERIA:

The following areas of Recruit Division performance will be considered in determining nominees for this award:

- Medical and Dental appointment compliance
- Training Deficiencies
- Physical Training failures
- Academic, disciplinary and physical fitness setbacks
- Counseling ability
- RDC Evaluations (CISD)
- Professional deficiencies

Additional areas of recruit training may be considered at the discretion of the CO, RTC. Nominees must exceed normal standards of performance in each area. Additionally, nominees must personally meet Navy Physical Readiness Standards.

2. CRITERIA FOR SUBMITTING RDC EXCELLENCE AWARD RECOMMENDATIONS TO NTC:

FIRST AWARD - LETTER OF COMMENDATION

The following is to be submitted:

- a. Letter of Commendation - double space rough
- b. 3 1/2 inch diskette

SECOND AWARD - LETTER OF COMMENDATION

The following is to be submitted:

- a. Letter of Commendation - double space rough
- b. 3 1/2 inch diskette
- c. Copy of first RDC Letter of Commendation

THIRD AWARD - NAVY ACHIEVEMENT MEDAL

- a. OPNAV 1650 - Personal Award Recommendation. Block 17 must contain the period when first and second Letter of Commendations were present.
- b. NAM citation in double space rough
- c. 3 1/2 inch diskette
- d. Copies of first and second RDC Letter's of Commendation

SAMPLE LETTER OF COMMENDATION

The Commander, Naval Training Center, Great Lakes takes pleasure in awarding a LETTER OF COMMENDATION to

RATE AND RANK (WARFARE SPECIALTY)

FULL NAME

UNITED STATES NAVY

for service as set forth in the following

CITATION:

"For professional achievement in the superior performance of (his/her) duties while serving as a Recruit Division Commander at Recruit Training Command from (mmyy) to (mmyy). (Rank and Name)'s exemplary leadership, diligence and dedication to providing quality training to recruits resulted in the graduation of (number) top notch sailors. (His/Her) adept instructional skill and conscientious leadership resulted in minimal setbacks due to academic, motivational or physical fitness reasons. (His/Her) superior meticulous attention to detail, commitment to excellence and superb accomplishments distinguished (him/her) as an exceptional division commander and proven leader in recruit training. (Rank and Name)'s exceptional professional ability, initiative and loyal dedication to duty reflected great credit upon (him/her)self and were in keeping with the highest traditions of the United States Naval Service."

RATE (WARFARE QUALS) NAME, UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF (HIS/HER) DUTIES WHILE SERVING AS A RECRUIT DIVISION COMMANDER AT RECRUIT TRAINING COMMAND FROM (MM/YY) TO (MM/YY). DEMONSTRATING SUPERIOR LEADERSHIP, EXEMPLARY INSTRUCTIONAL AND COUNSELING SKILLS, (HE/SHE) CONSISTENTLY ACHIEVED SUPERB RESULTS AND PRODUCED EXPERTLY TRAINED, ENTHUSIASTIC SAILORS. (RANK/NAME)'S EXCEPTIONAL PROFESSIONAL ABILITY, INITIATIVE, AND LOYAL DEDICATION TO DUTY REFLECTED GREAT CREDIT UPON (HIM/HER) SELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE."

For

KEVIN P. GREEN
Rear Admiral
U. S. Navy
Commander,
Naval Training Center
Great Lakes, Illinois